

DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
NO. 1460PAGE
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RECORDS RETENTION AND DISPOSAL SCHEDULE

Dept. of Housing and Community Development

Division of Finance and Administration

| Item No. | Description | Retention |
|-------------|--|---|
| 1. | <p>This supersedes schedule #1031 dated 1/27/86</p> <p><u>ACCOUNTING RECORDS</u></p> <p>This series includes all standard STATE accounting forms as well as other accounting media which provide supporting data for the special and general accounting records.</p> <p>Changes in records format will not necessarily require revision of the retention schedule. However, should the scope or content of a records series be altered, the schedule may be amended to reflect such changes.</p> <p>Each agency will use all or some of the following records which are governed by the indicated retention period.</p> <p>A. <u>General Accounting Records</u></p> <p>Certificate of Deposit & Bank Deposit Slips Distribution of Charges Memorandum of Adjustments Monthly Report of State Funds Collected and Deposited</p> <p>B. <u>Special Accounting Records</u></p> <p>Reports of audits conducted by the Legislative Auditors</p> <p>Reports of audits conducted by persons or agencies other than the Legislative Auditors</p> <p>Books of Final Entry - General Ledger</p> | <p>Retain for three years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for ten years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain permanently and transfer periodically to the State Archives.</p> <p>Retain permanently and transfer periodically to the State Archives.</p> |


Schedule Approved by Department,
Agency, or Division RepresentativeSchedule Authorized by
Hall of Records Commission

8/18/92
Date


Signature

Director of
Finance & Admin.
Title

7/2/92
Date


State Archivist

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| C. | <u>Payroll Accounting Records</u> | Retain for three years and until all audit requirements have been fulfilled, then destroy. |
| | Employee Roster Card File Payroll and Check Register Payroll Exceptions Time Report Payroll Transmittals Payroll Warrants | |
| D. | <u>Miscellaneous Accounting Records</u> | Retain for three years and until all audit requirements have been fulfilled, then destroy. |
| | Bank Books, Statements & Deposit Receipts Budget Papers and Work Sheets Cancelled Checks, Check Copies & Check Stubs Delivery Orders and Receipts Gas Withdrawal Tickets & Mileage Reports Memorandum Receipt & Property Condemnation Reports | |
| | Paid Bills and Invoices | |
| | Paid Bonds and Coupons | |
| | Periodic Financial Reports to Local/State Agencies | |
| | Receipt Copies and Stubs | |
| | Receiving Reports | |
| | Reconciliation and Trial Balance Sheets | |
| | Renewable Licenses | |
| | Requisitions and Purchase Orders | |
| | Stock Record Cards | |
| | Time Sheets | |
| | Withholding Tax Forms & Statements (Local, State and Federal) | |
| | Report of Fixed Assets | |
| | Report of Material & Supplies | |
| | Material & Supplies Physical Inventory Records | |
| E.. | <u>Purchasing Records</u> | Retain for three years and until all audit requirements have been fulfilled, then destroy. |
| | Actual Emergency and Repairs Report | |
| | Copy of Contract Awarded | |
| | Credit Memorandum | |
| | Notice of Award of Contract | |
| | Out-of-Schedule Requisition for Supplies | |
| | Purchase Order | |
| | Report of Partial Delivery | |
| | Requisition for Supplies (also Agency Interoffice Requisitions) | |

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| 2. | <p><u>OFFICE OF FISCAL PLANNING RECORDS</u></p> <p>This series applies to all State of Maryland Departments and Agencies and includes all standard purchasing forms as well as other purchasing media which provide supporting data for special and general purchasing records.</p> <p>A. <u>Purchasing Records</u></p> <p>Purchasing records may include all or some of the following documents:</p> <p>Actual Emergency and Repairs Reports Advertising and Bids Agency Inter-Office Requisitions Bid and Quote File Bid Tabulation Records Copy of Contract(s) Awarded Credit Memoranda Inventory Dispositions Invoices/Expenditure Transfer Authorizations Issue Tickets or Receipts Materials/Supplies Specifications Monthly Expenditure Printouts Notice of Award of Contract(s) Unscheduled Requisitions for Supplies Packing Slips, Shipping Tickets, Bills of Lading Purchase Orders Purchasing Register Receiving Reports Report of Delivery/Partial Delivery Requisition Forms, Miscellaneous Requisitions for Supplies Warehouse Requisitions Automation Management Reports</p> <p>B. <u>Vendor List</u></p> <p>C. <u>Correspondence</u></p> | <p>Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain until superseded.</p> <p>Screen annually & destroy material not needed for current business. Retain permanently for periodic transfer to State Archives, those directives and other materials which relate to planning, policy and Development of the Department.</p> |

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| 3. | <p data-bbox="203 325 431 353"><u>BUDGET RECORDS</u></p> <p data-bbox="203 389 991 453">A. Budget records may include all or some of the following documents:</p> <p data-bbox="265 489 703 580">Request for Position Action Budget Estimates Budget Schedule Amendment</p> | <p data-bbox="1116 389 1559 517">Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> |